

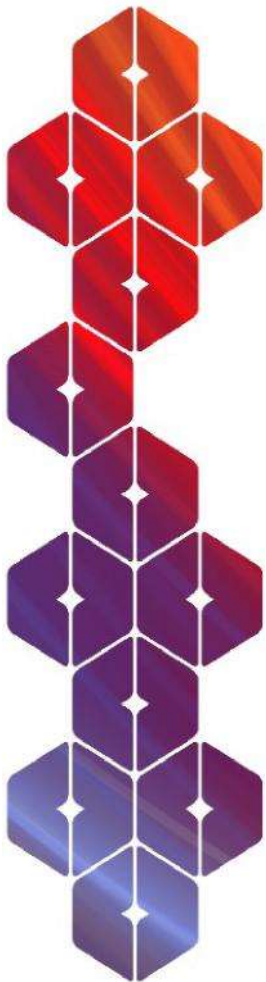


JOB DESCRIPTION

FRONT DESK EXECUTIVE

FLSA: Non-Exempt
Department: Administration
Reports To: Operations Manager
Approved on: April 8, 2022

Newmeyer Dillion is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, the firm provides representation in a comprehensive range of practice areas including: business and real estate litigation, real estate and corporate transactions, labor and employment, land use and eminent domain, environmental, entertainment and cyber security. This position will be based out of the firm's Newport Beach office.



Essential Duties and Responsibilities include, but are not limited to:

FRONT DESK

- Receive visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen and forward incoming calls.
- Serve as firm concierge to visitors, attorneys and staff.
- Ensure reception area is tidy and presentable.
- Maintain office security by following safety procedures and controlling access via the front desk.
- Maintain conference room schedules and coordinate with Office Services and/or IT as needed.
- Maintain and distribute firm-wide information as directed, such as, out list.
- Build professional relationships with internal and external clients.
- Provide value added services as approved by management.

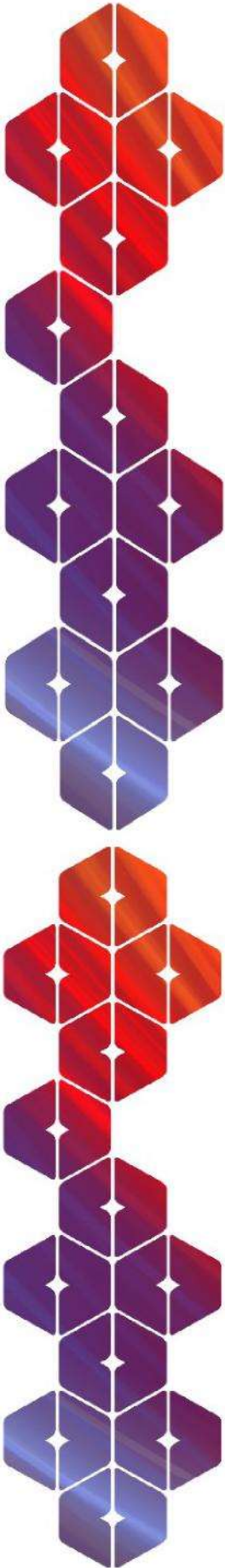
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Essential Duties and Responsibilities (Contd.):

ADMINISTRATION

- Work with Accounting Clerk to run complete and well-documented conflicts checks for new clients/matters in Aderant in accordance with firm guidelines.
- Work with Accounting Clerk to open and close new clients/matters in Aderant.
- Help with non-billable clerk tasks when needed, including compiling time-sheets.
- Maintain rest break spreadsheets.
- Update CLE folders in iManage.
- Assist HR Generalist with internal event logistics, obtaining vendor quotes and invoices, processing vendor payments, create CLE and SHRM certified attendance certificates, collecting and calendaring RSVP responses utilizing the Events Confirmation Calendar.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of the Executive Director, Operations Manager, Human Resources, or other members of the firm's Management Team.



FRONT DESK EXECUTIVE

Education/Experience Requirements

- High School diploma or equivalent required. Some college experience is encouraged and preferred.
- Clerical experience and/or work in a professional environment is helpful.

Knowledge, Skills and Abilities

- Interpersonal skills necessary in order to communicate in person or by telephone and email, and follow the instruction effectively from other members of our staff and provide information with ordinary courtesy and tact.
- Ability to concentrate, focus on details when performing assignments and identify missing information.
- Proven ability to multi-task with various assignments and tasks, including a strength in prioritizing effectively.
- Ability to organize documents (alphabetical or numerical) and file with accuracy.
- Ability to locate and retrieve necessary documents as needed, which requires some degree of problem-solving.
- Completion of tasks in a timely fashion to meet deadlines and effective time management.
- Ability to file, index, photocopy, scan and enter data on matrices with high accuracy.
- Proficiency in Microsoft applications, including Outlook, Word, Excel, and PowerPoint.
- Proficiency in, and ability to use, standard office equipment, including but not limited to telephones, office computer, photocopy/printer machine, and binding machine.

Physical Environment and Working Conditions

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copy, fax and scanning machines), and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Light lifting of 10 pounds or less is required on a regular basis, with some lifting of up to 25 pounds.